



NQMC Measure Submission Checklist

This document is a checklist for developers to use as a guide for gathering the information required for submission of measures to NQMC.

All submissions must include the following information:

☐ **Developing/Submitting Organization(s) Identifying Information**

- Contact name(s)
- Title(s)
- Full address(es)
- Telephone number(s)
- Fax number(s)
- E-mail address(es)

☐ **Completed Copyright Agreement Form (if applicable).** *Note: For measures in the public domain, no copyright permission is required*

☐ **A listing of collaborating organizations (if any) involved with measure development.**

☐ **Documentation that provides information to support that each NQMC Inclusion Criterion has been met. Electronic documentation and/or the URL(s) to where documentation can be accessed are preferred. Examples of measure documentation are provided below. (See the *NQMC Measure Submission Kit for a detailed description of the Inclusion Criteria.*)**

Such documentation shall:

- ☐ Indicate that the measure(s) addresses some aspect(s) of health care delivered to, or indicated for, persons that 1) receive care from or could receive care from a defined individual, group of individuals or organization(s), or 2) are defined by geographic location, organizational affiliation, or other non-clinical characteristics.
- ☐ Indicate that the measure(s) is/are in current use or currently in pilot testing and must be the most recent version if the measure has been revised.
- ☐ Provide the rationale for the measure(s).
- ☐ Provide the data source for the measure(s).
- ☐ Provide the description of the denominator and numerator of the measure(s) (including specific variables for inclusion or exclusion of cases from either the denominator or numerator).
- ☐ Indicate that the measure(s) relate to **at least one** of the NQMC measure domains.
- ☐ Indicate that the measure(s) incorporates a clear criterion of quality (a clear direction of quality is required for domains of process, outcome, access, patient experience, and structure).

- ☐ Provide evidence that the measures properties have been tested by one of the following methods:

- ☐ The measure has been cited on one or more reports in a NLM indexed, peer-reviewed journal, applying or evaluating the measure's properties.
- ☐ The submitter provides documented peer-reviewed evidence evaluating the reliability and validity of the measure.

Reliability is the degree to which the measure is free from random error.

Validity is the degree to which the measure is associated with what it purports to measure.

- ☐ The measure has been developed, adopted, adapted, or endorsed by an organization that promotes rigorous development and use of clinical performance measures. Such an organization may be at the international, national, regional, state or local levels (e.g., a multi-state consortium, a state Medicaid agency, or a health organization or delivery system).

Note -- Adapted measures are those measures developed by one organization, and then subsequently adopted and modified in some way by another organization.

- ☐ Indicate that the most current review of the evidence appropriate for the measure domain supports the quality criterion (see Inclusion Criteria). Such evidence shall include at least one of the following:
 - One or more research studies published in a National Library of Medicine (NLM) indexed, peer-reviewed journal
 - A systematic review of the clinical literature
 - A clinical practice guideline or other peer-reviewed synthesis of the clinical evidence
 - A formal consensus procedure involving experts in relevant clinical, methodological, and organizational sciences
 - Focus groups
- ☐ Indicate that the measure(s) are somewhat or substantially under the control of the health care professionals, organizations and/or policymakers to whom the measure (required for domains of process, outcome, access, patient experience, and structure).
- ☐ Indicate that denominator is restricted to a population eligible for the designated access, experience, process or outcome.

Examples of measure documentation that have been submitted to NQMC by participating measure developing organizations include:

- Technical Manuals
- Measure Specifications Manuals/Guides
- User Manuals
- Published literature/peer reviewed articles
- Annual Reports
- Performance/Measure Result Reports
- Clinical Practice Guidelines /Clinical Practice Guideline Implementation Toolkits
- Performance/Measure Result Reports
- CD-ROMs/Databases
- Various Information Accessible via Measure Developing Organizations' Web Sites (e.g., PDF/Word Documents, Web-based Measure Kits)